

Date:

Requisition Letter to enter pending attendance

Name of the Faculty :

Designation :

Department :

S.No	Subject	Class	Section	Date	Time/Hour

Dear Sir,

I request you to allow me to update the pending attendance mentioned above in CampX.
I assure you that I will mark the attendance on the same day of the class taken in future.

Thanking you

Signature of the Faculty

Signature of the HOD

Director